

CONSTITUTION
of
Gay and Lesbian Tourism Australia Limited
ACN 089 588 590

Adopted at Annual General Meeting of Members on 4 November 2023

1 GENERAL

1.1 Name of Company

The name of the Company is Gay and Lesbian Tourism Australia Limited (trading as GALTA, Australia's LGBTQ+ Travel Association)

1.2 Replaceable Rules

The Replaceable Rules do not apply to the Company.

2 DEFINITIONS AND INTERPRETATION

2.1 Definitions

In these rules unless it is inconsistent with the subject or context in which it is used:

'ASIC' means the Australian Securities and Investments Commission;

'Board' means the Directors for the time being of the Company;

'business day' means a day on which banks (as that term is defined in the Banking Act 1959) are open for business in Brisbane;

'Chairperson' includes an acting Chairperson under **rule 9.5**;

'Committee' means a committee to which powers have been delegated by the Board pursuant to **rule 16.7**;

'Company' means Gay and Lesbian Tourism Australia Limited (GALTA)

'Constitution' means the constitution of the Company, as amended from time to time;

'Law' means the Corporations Act 2001 and the Corporations Regulations 2001 (as defined in the Corporations Act 1989) - Have there been any updates to the Corporations Act or Regulations?

'Director' means a person appointed or elected from time to time to the office of Director of the Company in accordance with these rules and includes any alternate Director duly appointed as a member of the Board;

'Member' means any person who becomes a member in accordance with the law and this Constitution being those Members described in **rule 5**;

'Members present' means Members present at a general meeting of the Company in person or, if applicable, by duly appointed corporate representative, proxy or attorney;

'Office' means the registered office from time to time of the Company;

'Officeholders' means those offices described in **rule 11**;

'person' and words importing persons include partnerships, associations and corporations unincorporated and incorporated by Ordinance, Act of Parliament or registration as well as individuals;

'LGBTQIA+' includes all who identify as being within the LGBTQIA+ community, recognising that diversity in the community is based on, but not limited to, sexual orientation and gender identity.

'Register' means the register of Members of the Company established pursuant to the Law;

'Registered address' means the address of a Member specified in the Register or any other address of which the Member notifies the Company as a place at which the Member will accept service of notices;

'Replaceable Rules' means all or any of the replaceable rules contained in the Law from time to time and includes any replaceable rule that was or may become, a provision of the Law;

'rules' means the rules of this Constitution as altered or added to from time to time;

'Seal' means the common seal, if any, from time to time of the Company;

'Secretary' means a person appointed as secretary of the Company and includes any person appointed to perform the duties of secretary;

'securities' includes shares, rights to shares, options to acquire shares and other securities with rights of conversion to equity;

'writing' and **'written'** includes printing, typing, lithography and other modes of reproducing words in a visible form.

2.2 Interpretation

- a) Words and phrases which are given a special meaning by the Law have the same meaning in these rules, unless the contrary intention appears.
- b) Words in the singular include the plural and vice versa.
- c) A reference to the Law or any other statute or regulations is to be read as though the words 'as modified or substituted from time to time' were added to the reference.
- d) The headings and sidenotes do not affect the construction of these rules.
- e) An expression used in a particular Part, Division, Schedule or regulation of the Law that is given by that Part, Division, Schedule or regulation a special meaning for the purpose of that Part, Division Schedule or regulation has, in any of these rules that deals with a matter dealt with by that Part, Division, Schedule or regulation, unless the contrary intention appears, the same meaning as in that Part, Division, Schedule or regulation

3 OBJECTS AND POWERS

3.1 Objects of Company

The objects for which the Company is established are:

- a) represent the interests of providers of tourism services for LGBTQIA+ travellers
- b) to further the knowledge of members of the Company in the area of LGBTQIA+ tourism by seminars and lectures and by the dissemination of information and developments through regular newsletters or any other appropriate means;
- c) to provide a meeting ground for members and to promote closer working relations between providers of tourism and travel services for LGBTQIA+ travellers;
- d) to liaise with government and other bodies on matters related to tourism for LGBTQIA+ people;
- e) to foster links and provide encouragement to other organisations that provide a voice for LGBTQIA+ people on major issues of public concern
- f) to promote and establish educational facilities for those involved in provision of travel services for LGBTQIA+ people and to provide services in this connection to staff of undertakings so involved as and when required;
- g) to raise funds in such manner as the Committee shall from time to time determine and to apply such funds for the purposes of furthering the objects of the Company;
- h) donate moneys to appropriate institutions which have some involvement with activities relating to those of the Company provided that it shall be the sole discretion of the Board of the Company as to whether or not such donation should be made, the amount of any such donation and the identity of the institutions to receive such donations;
- i) such other objects as the Company shall in general meeting from time to time decide.

3.2 Separate objects

Each of the above objects constitutes a separate object of the Company, and no such object may be construed by reference to any other such object.

3.3 Powers of the Company

The Company has the power to:

- a) deal with other bodies and as such to:

- i. subscribe to, become a member of and co-operate with or amalgamate with any *other company, club, association or organisation, whether incorporated or not*, whose objects are altogether or in part similar to those of the Company;
- ii. purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, clubs, associations or organisations with which the Company is authorised to amalgamate; and
- iii. transfer all or any part of the property, assets, liabilities and engagements of the Company to any one or more of the companies, clubs, associations or organisations with which the Company is authorised to amalgamate, but the Company may only subscribe to and support with its funds or amalgamate with and company, club, association or organisation which prohibits the distribution of its income and property amongst its Members to an extent at least as great as that imposed on the Company under or by virtue of **rule 4.2**;
- b) to co-ordinate, initiate and undertake efforts for the raising of funds for its objects including without limitation take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the Company by way of donations, sponsorships, annual subscriptions, levies or otherwise;
- c) in furtherance of the objects of the Company to buy, sell and deal in all kinds of commodities and provisions, both liquid and solid, for or to the Members or persons entering, visiting or using the Company's premises;
- d) to fairly impose and collect membership fees and affiliation fees from Members and fees from Members and other persons for use of the Company's premises, property and assets and for entering or visiting the Company's premises;
- e) to appoint such honorary staff, paid administrators and professional advisers as may be appropriate from time to time;
- f) to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other person as may be necessary or convenient for the purposes of the Company;
- g) to remunerate any person or body corporate for services rendered or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Company or promotion of the Company or in furtherance of its objects;
- h) to promote and hold either alone or together with any other company, club, association or organisation meetings and displays and, without limitation, take any action considered necessary to further the objects and be in the interests of the Company;
- i) to make regulations and by-laws for the better carrying out of its objects and to equitably enforce such regulations and by-laws;
- j) to suspend, terminate, disqualify or otherwise cause to be dealt with any Member who has committed a breach of the Constitution of the Company, or of any of its rules and by-laws or for any action considered to be unfair, unbecoming or contrary to the interests, ideals or objects of the Company;
- k) to form subcommittees or organisational sections or units to assist in the execution of its objects;
- l) to purchase, take on lease, or in exchange, hire and otherwise acquire any land, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Company;
- m) where the Company takes or holds any property subject to a trust, to only deal with it in such manner as is allowed by law having regard to the trust;
- n) to enter into any arrangements with any government or authority that are incidental or conducive to the attainment of the objects and any rights, privileges and concessions which the Company may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- o) to construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which seem calculated directly or indirectly to advance

- the Company's interests and to contribute to subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control of them;
- p) to invest and deal with the money of the Company not immediately required in such manner as the Company thinks fit;
 - q) to take or otherwise acquire and hold shares, debentures or other securities of any company or body corporate;
 - r) to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate and otherwise to assist any person or body corporate in furtherance of the objects of the Company;
 - s) to borrow or raise money either alone or jointly with any other person or legal entity in such manner as the Company thinks fit and to secure the same or the repayment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Company in any way and in particular by the issue of debenture perpetual or otherwise charged upon all or any of the Company's property (both present and future), and to purchase, redeem and pay off such securities;
 - t) to make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
 - u) to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Company in furtherance of the objects of the Company;
 - v) to take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price of any kind of the Company's property of whatever kind sold by the Company or any money due to the Company from purchasers and others;
 - w) to take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Company;
 - x) to insure against all risks, liabilities and eventualities as may seem advisable and to apply the proceeds of any claim under any insurance in such manner and for such purpose or purposes as may be thought fit;
 - y) to print and publish any articles, releases, newspapers, periodicals, books or leaflets that the Company may think desirable for the promotion of its objects;
 - z) to give or contribute towards the giving of gifts, prizes, medals, awards or trophies and make donations in furtherance of its objects and for patriotic, charitable or community purposes; and
 - aa) to do all such things as are incidental and conducive to the attainment of the objects and the exercise of the powers of the Company.

3.4 No power to issue shares

The Company has no power to issue nor allot fully or partly paid shares to any person.

4 NON-PROFIT NATURE OF THE COMPANY

4.1 Non-profit

- a) The income, property, profits and financial surplus of the Company, whenever derived, must be applied solely towards the promotion of the objects of the Company as set out in this Constitution.
- b) The Company is a non-profit organisation and shall not carry on business for the purpose of profit or gain to its individual Members and no portion of its income, property, profits and financial surplus may be paid, distributed to or transferred, directly, indirectly, by way of dividend, property, bonus or otherwise by way of profit, to the Members, or the Board, or their relatives, except as provided by this Constitution.
- c) Nothing in this Constitution prevents:

- i. the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Company, or to any Member or Director of the Company, in return for any services actually rendered to the Company or for goods supplied in the ordinary and usual way of business;
- ii. the payment of interest at a rate not exceeding interest at the rate for the time being charged by the Company's bankers for overdrawn accounts on money borrowed from a Member; or
- iii. reasonable and proper rent for premises demised or let by any Member to the Company.

4.2 No distribution of profits to Members on winding up

Where property remains after the winding-up or dissolution of the Company and satisfaction of all its debts and liabilities, it may not be paid to nor distributed among the Members of the Company but must be given to or transferred to another fund, authority or institution having objects similar to the objects of the Company, and whose Constitution prohibits the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Company under or by virtue of this Constitution, which fund, authority or institution is to be determined by the Members of the Company at or before the time of the dissolution.

4.3 Limited liability on winding up

Each Member of the Company undertakes to contribute to the assets of the Company in the event of its being wound up while a Member or within one year after they cease to be a Member for the payment of the debts and liabilities of the Company contracted before they cease to be a Member and of the costs charges and expenses of winding up and for adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding \$2.

5 MEMBERSHIP

5.1 Types of membership

Until otherwise determined by the Members in general meeting there shall be the following classes of Members:

- a) ordinary members;
- b) associate members;
- c) life members; and

any Member may be allocated a status of Bronze, Silver, Gold or Platinum as determined by the Board from time to time, taking into account different criteria and fees applied for membership admission along with associated benefits for a specified duration as decided by the Board, and ratified at the following general meeting.

5.2 Ordinary members

- a) Subject to this Constitution and any determinations of the Board, any person, association, corporation, or partnership directly part of the travel and hospitality industry, including, but not limited to, travel agents, accommodations, tour operators, transportation suppliers, travel educators, travel protection services, travel publications (both printed and electronic), tourist boards/CVBs, travel marketing/PR companies, and travel writers/photographers is eligible to become a member

5.3 Associate members

- a) Associate Membership is open to any person, association, corporation, or partnership customarily considered indirectly connected to the travel and hospitality industry. Retired travel professionals, students, Honorary Members, or business providing goods or services to travellers are also eligible for Associate Membership..

- b) An associate member has the same social privileges as an ordinary member and is entitled to receive notice of and to attend and speak at general meetings, but is not eligible to hold office in the Company and is not entitled to vote.

5.4 Life members

- a) The Board may nominate for life membership any Member who, in the opinion of the Board, is regarded worthy of life membership by reason of their outstanding and meritorious service to the Company.
- b) A life member shall be admitted, on recommendation of the Board, if that recommendation is approved by three quarters majority of Members present and entitled to vote at an annual general meeting of the Company.
- c) A life member is entitled for life, unless they cease to be a Member (for any reason), to all the privileges of membership without the payment of any further subscriptions

5.5 Voting rights of Members

The entitlement of Members to vote on a show of hands and on a poll is as follows:

- a) each ordinary member has the right to one vote
- b) each life member has the right to vote
- c) no associate member has the right to vote.

5.6 Cessation of membership

A Member of the Company shall cease to be a Member upon one of the following events occurring:

- a) resignation;
- b) ceasing to have an active involvement in the tourism industry;
- c) if a subscription due by a member is 3 months overdue.

5.7 Expulsion of members

If a Member of the Company

- a) shall refuse or neglect to comply with the provisions of the Constitution, by-laws, rules and regulations of the Company; or
- b) in the absolute and unfettered opinion of the Board is acting unethically, immorally or in a manner unbecoming of a Member or potentially prejudicial to the image of the Company

such Member may be expelled or suspended (for such period as the Board may think fit in its absolute discretion) by ordinary resolution of the Board and such resolution need not state the facts, grounds or opinions upon which it is based PROVIDED that at least 7 days before the meeting of the Board at which such a resolution is passed the Member concerned shall be notified in writing of such proposed meeting and of what is alleged against them and requested to be present at the meeting and that they shall at such meeting and before such resolution is passed have an opportunity of giving orally or in writing any explanation or defence they see fit.

6 RIGHTS AND OBLIGATIONS

6.1 Amount of fees and subscriptions payable

The entrance fees and the annual subscription fees for the various classes of membership are such amounts and are due at such times as the Board from time to time determines.

6.2 Variation of rights of members

Whilst the membership is divided into different classes, the rights (but not the status and associated membership benefits as contemplated by **rule 5.1**) attached to any class (unless otherwise provided by the terms of application for membership of that class) may, whether or not the Company is being wound up, be varied with the consent in writing of Members with at least 75% of the votes in the class, or with the sanction of a special resolution passed at a separate meeting of the Members of that class.

7 FINANCIAL RECORDS

7.1 Keeping of financial records

- a) The financial year of the Company commences on the first day of July and ends on the 30th day of June in the following calendar year.
- b) Proper books and financial records must be kept and maintained showing correctly the financial affairs of the Company. The Company must ensure the relevant accounting and auditing requirements of the Law are duly complied with.
- c) The Board must distribute to all Members at the end of each financial year, copies of the financial report including a copy of the auditor's report and any other documentation, in the form required or permitted under the Law
- d) The Board must cause to be made out and laid before each annual general meeting a balance sheet, profit and loss statement and cash flow statement made up to a date not more than 6 months before the date of the meeting.

7.2 Banking of monies

All the monies of the Company shall be banked in the name of the Company in a bank account at such bank as the Board may from time to time direct.

7.3 Appointment of auditor

Where required by the Law, the Company must appoint and retain a properly qualified auditor whose duties are determined in accordance with the Law. No Director or officeholder may act as auditor of the Company.

7.3.1 Inspection of records of the Company

- a) The Board may at its sole discretion determine whether and to what extent, and at what time and place and under what conditions the financial records and other documents of the Company or any of them will be open to the inspection of Members other than the Board
- b) No Member other than a Director has the right to inspect any document of the Company except as provided by Law or as authorised by the Board

8 GENERAL MEETINGS

8.1 General meetings

- a) General meetings of the Company may be called and held at the times and places and in the manner determined by the Board, or upon requisition of a request signed by 10 Ordinary Members, or in the manner permitted to the Members by the Law. By resolution of the Board any general meeting (other than a general meeting which has been requisitioned or called by Members in accordance with this Constitution or the Law) may be cancelled or postponed prior to the date on which it is to be held.
- b) The Chairperson of a general meeting may refuse admission to, or require to leave and remain out of, the meeting any person:
 - i. in possession of a pictorial-recording or sound-recording device;
 - ii. in possession of a placard or banner;
 - iii. in possession of an object considered by the Chairperson to be dangerous, offensive or liable to cause disruption;
 - iv. who refuses to produce or to permit examination of any object, or the contents of any object or container, in the person's possession;
 - v. who behaves or threatens to behave in a dangerous, offensive or disruptive manner; or
 - vi. who is not:
 - a) a Member or a proxy, attorney or, if applicable, a corporate representative of a Member;
 - b) the auditor of the Company
- c) A person, whether or not a Member, who is requested or invited by the Board or the Chairperson to attend a general meeting, is entitled to be present.

8.2 Notice of general meeting

- a) Not less than 21 [this is a statutory requirement] days' notice of a general meeting must be given by the Board in the form and in the manner the Board thinks fit including notice of any general meeting at which the Board proposes or these rules require that an election of the Board be held. Notice of meetings shall be given to the Members and to such persons as are entitled under these rules or the Law to receive notice. The non-receipt of a notice of any general meeting by, or the accidental omission to give notice to, any person entitled to notice does not invalidate any resolution passed at that meeting.
- b) If the meeting is to be held at 2 or more places the notice is to set out details of the technology that will be used to facilitate such a meeting and any other matters required to be stated by the Law in relation to the use of such technology.

9 PROCEEDINGS OF MEETINGS

9.1 Business of general meetings

- a) The business of an annual general meeting is to receive and consider the financial and other reports required by the Law to be laid before each annual general meeting, to elect Directors in the place of those retiring under these rules, when relevant to appoint an auditor, and to transact any other business which, under these rules, is required to be transacted at any annual general meeting. All other business transacted at an annual general meeting and all business transacted at other general meetings is deemed to be special. Except with the approval of the Board, with the permission of the Chairperson or pursuant to the Law, no person may move at any meeting either:
 - i. in regard to any special business of which notice has been given under **rule 8.2**, any resolution or any amendment of a resolution; or
 - ii. any other resolution which does not constitute part of special business of which notice has been given under **rule 8.2**.

- b) The auditors and their representative are entitled to attend and be heard on any part of the business of a meeting which concerns the auditors. The auditors or their representative, if present at the meeting, may be questioned by the Members, as a whole, about the audit

9.2 Quorum

Five Members present constitute a quorum for a general meeting. No business may be transacted at any meeting except the election of a Chairperson and the adjournment of the meeting unless the requisite quorum is present at the commencement of the business.

9.3 Adjournment in absence of quorum

If within 30 minutes after the time specified for a general meeting a quorum is not present, the meeting, if convened upon a requisition or called by Members, is to be dissolved, and in any other case it is to be adjourned to the same day in the next week (or, where that day is not a business day, the business day next following that day) at the same time and place and if, at the adjourned meeting, a quorum is not present within 30 minutes after the time specified for holding the meeting, the meeting is to be dissolved.

9.4 Chairperson

- a) The President is entitled to be Chairperson at every general meeting.
- b) If at any general meeting:
 - i. the President is not present at the specified time for holding the meeting; or
 - ii. the President is present but is unwilling to act as Chairperson of the meeting, the Vice-President is entitled to take the chair at the meeting.
- c) If at any general meeting:
 - i. there is no President or Vice-President;
 - ii. the President and Vice-President are not present at the specified time for holding the meeting; or
 - iii. the President and Vice-President are present but each is unwilling to act as Chairperson of the meeting,the Directors present may choose another Director as Chairperson of the meeting and if no Director is present or if each of the Directors present are unwilling to act as Chairperson of the meeting, a Member chosen by the Members present is entitled to take the chair at the meeting.

9.5 Acting Chairperson

If during any general meeting the Chairperson acting pursuant to **rule 9.4** is unwilling to take the chair for any part of the proceedings, the Chairperson may withdraw from the chair during the relevant part of the proceedings and may nominate any person who immediately before the general meeting was a Director or who has been nominated for election as a Director at the meeting to be acting Chairperson of the meeting during the relevant part of the proceedings. Upon the conclusion of the relevant part of the proceedings the acting Chairperson is to withdraw and the Chairperson is to retake the chair.

9.6 General conduct of meeting

- a) Except as provided by the Law, the general conduct of each general meeting of the Company and the procedures to be adopted at the meeting are as determined by the Chairperson.
- b) The Chairperson may at any time the Chairperson considers it necessary or desirable for the proper and orderly conduct of the meeting demand the cessation of debate or discussion on any business, question, motion or resolution being considered by the meeting and require the business, question, motion or resolution to be put to a vote of the Members present.
- c) The Chairperson may require the adoption of any procedure which is in the Chairperson's opinion necessary or desirable for the proper and orderly casting or recording of votes at any general meeting of the Company, whether on a show of hands or on a poll.

9.7 Adjournment

The Chairperson may at any time during the course of the meeting adjourn from time to time and place to place the meeting or any business, motion, question or resolution being considered or remaining to be considered by the meeting or any debate or discussion and may adjourn any business, motion, question, resolution, debate or discussion either to a later time at the same meeting or to an adjourned meeting. If the Chairperson exercises a right of adjournment of a meeting pursuant to this rule, the Chairperson has the sole discretion to decide whether to seek the approval of the Members present to the adjournment and, unless the Chairperson exercises that discretion, no vote may be taken by the Members present in respect of the adjournment. No business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

9.8 Voting

- a) Each question submitted to a general meeting is to be decided in the first instance by a show of hands of the Members present and entitled to vote. Subject to **rule 9.8(b)**, in the case of an equality of votes, the Chairperson has, both on a show of hands and at a poll, a casting vote in addition to the vote or votes to which the Chairperson may be entitled as a Member or as a proxy, attorney or, if applicable, a duly appointed corporate representative of a Member.
- b) On a show of hands, where the Chairperson has 2 or more appointments that specify different ways to vote on a resolution, the Chairperson must not vote as a proxy but has a casting vote in the case of an equality of votes cast by Members entitled to vote at the meeting.

9.9 Declaration of vote on a show of hands - when poll demanded

- a) At any meeting, unless a poll is demanded, a declaration by the Chairperson that a resolution has been passed or lost, having regard to the majority required, and an entry to that effect in the book to be kept of the proceedings of the Company signed by the Chairperson of that or the next succeeding meeting, is conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against the resolution. A poll may be demanded:
 - i. before a vote is taken;
 - ii. before the voting results on a show of hands are declared; or
 - iii. immediately after the voting results on a show of hands are declared.
 - iv. A poll may be demanded
- b) A poll may be demanded by:
 - i. the Chairperson;
 - ii. at least 2 Members present entitled to vote on the resolution.
- c) No poll may be demanded on the election of a Chairperson of a meeting.

9.10 Taking a poll

If a poll is demanded as provided in **rule 9.9**, it is to be taken in the manner and at the time and place as the Chairperson directs, and the result of the poll is deemed to be the resolution of the meeting at which the poll was demanded. The demand for a poll may be withdrawn. In the case of any dispute as to the admission or rejection of a vote, the Chairperson's determination in respect of the dispute made in good faith is final.

9.11 Continuation of business

A demand for a poll does not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded. A poll demanded on any question of adjournment is to be taken at the meeting immediately and without adjournment.

9.12 Special meetings

All the provisions of these rules as to general meetings apply to any special meeting of any class of Members which may be held pursuant to the operation of these rules or the Law.

10. VOTES OF MEMBERS

10.1 Voting rights

- a) The entitlement of Members to vote on a show of hands and on a poll is as set out in **rule 5.5**.
- b) A Member whose annual subscription is more than three months in arrears at the date of the general meeting is not entitled to vote at that meeting.
- c) Subject to **rule 10.2**, where a person is entitled to vote in more than one capacity, that person is entitled only to one vote on a show of hands
- d) If the person appointed as proxy has 2 or more appointments that specify different ways to vote on the resolution, the proxy must not vote on a show of hands.

10.2 Appointment of proxies

- a) Any Member entitled to vote at a general meeting may appoint one proxy.
- b) A proxy need not be a Member of the Company who is entitled in their own right to vote at a general meeting of the Company.
- c) The instrument appointing a proxy (and the power of attorney, if any, under which it is signed or proof of the power of attorney to the satisfaction of the Board) must be deposited duly stamped (if necessary) at the Office, faxed to the Office or deposited, faxed or sent by electronic mail to any other place specified in the notice of meeting, at least 48 hours (or a lesser period as the Board may determine and stipulate in the notice of meeting) before the time for holding the meeting or adjourned meeting or poll at which the person named in the instrument proposes to vote.
- d) No instrument appointing a proxy is, except as provided in this rule, valid after the expiration of 12 months after the date of its execution. Any Member may deposit at the Office an instrument duly stamped (if necessary) appointing a proxy and the appointment is valid for all or any stipulated meetings of the Company until revocation.

10.3 Voting by corporation

Any corporation, being a Member and entitled to vote, may by resolution of its Directors or other governing body or by an instrument of proxy, authorise any person, though not a Member of the Company, or any person occupying a particular office from time to time, to act as its representative, and such representative is, in accordance with their authority and until their authority is revoked by the corporation which they represent, entitled to exercise the same powers at meetings on behalf of the corporation which they represent as that corporation could exercise if it were a natural person who was a Member and exercise any other powers permitted to be exercised by a body corporate representative under the Law.

10.4 Validity of vote

A vote given in accordance with the terms of an instrument of proxy or power of attorney is valid notwithstanding the previous death of the principal or revocation of the instrument of proxy or power of attorney in respect of which the vote is given, provided no notice in writing of the death, unsoundness of mind or revocation has been received at the Office before the meeting or any adjourned meeting. A proxy is not revoked by the principal attending and taking part in the meeting, unless the principal actually votes at the meeting on the resolution for which the proxy is proposed to be used.

10.5 Form and execution of instrument of proxy

- a) An instrument appointing a proxy is required to be in writing signed by the appointor or the attorney of the appointor or, if the appointor is a corporation, under its Seal or signed by a duly authorised officer and in the form which the Board may from time to time prescribe to accept.
- b) The instrument of proxy is deemed to include the right to demand or join in demanding a poll and (except to the extent to which the proxy is specifically directed to vote for or against any proposal) the power to act generally at the meeting for the person giving the proxy
- c) An instrument appointing a proxy, unless the contrary is stated, is valid for any adjournment of the meeting, as well as for the meeting to which it relates. Any duly signed proxy which is incomplete may be completed by the Secretary on authority from the Board and as permitted by the Law and the Board may authorise completion of the proxy by the insertion of the name of any Director as the person in whose favour the proxy is given.

10.6 Board to issue forms of proxy

The Board may issue with any notice of general meeting of Members or any class of Members forms of proxy for use by the Members. Each form is to make provision for the Member to write in the name of the person to be appointed as proxy and may provide that, if the Member does not so write in a name, the proxy is to be a person named on the form. The form may include the names of any of the Directors or of any other person as a suggested proxy. The forms are to be worded so that a proxy may be directed to vote either for or against each or any of the resolutions to be proposed.

10.7 Attorneys of members

Any Member may, by duly executed power of attorney, appoint an attorney to act on the Member's behalf at all or certain specified meetings of the Company. Before the attorney is entitled to act under the power of attorney, the power of attorney or proof of the power of attorney to the satisfaction of the Board must be produced for inspection at the Office or any other place the Board may determine from time to time together, in each case, with evidence of the due execution of the power of attorney as required by the Board. The attorney may be authorised to appoint a proxy for the Member granting the power of attorney.

11 THE BOARD

11.1 Directors

- a) The names of the first Directors are those persons named as Directors in the application for registration of the Company.
- b) The Board consists of the following Officeholders:
 - i. the President;
 - ii. the Vice-President;
 - iii. the Secretary;
 - iv. the Treasurer;
 - v. the immediate Past President and ;
 - vi. three members who are entitled to vote in accordance with **rule 5.5** to be elected in general meeting.

11.2 Election of Directors

One half of the Directors (with the exception of the immediate Past President) are elected each year at the annual general meeting of the Company and hold office until the second annual general meeting following their appointment when they are eligible for re-election which shall take place in the following manner:

- a) any Member may nominate to serve as a Director

- b) no person is eligible for election to the Board at any annual general meeting (or any general meeting of the Company) unless the person or some Member intending to nominate the person has given notice in writing signed by the nominee giving consent to the nomination and signifying either candidature for the office or the intention of the Member to nominate the nominee. To be valid, the notice is required to be left at the Company's registered office not less than 28 clear days, before the meeting;
- c) a list of the candidates' names in alphabetical order with the proposers' and seconders' names shall be forwarded to all Members of the Company with the notice of annual general meeting
- d) each Member present at the annual general meeting is entitled to vote for any number of such candidates not exceeding the number of vacancies; and
- e) in case there is not a sufficient number of candidates nominated, the Board shall fill up the remaining vacancy or vacancies.

11.3 Qualification for membership of the Board

- a) A Director must be a Member who has the right to vote at a general meeting.
- b) All Directors are required to have an active involvement in the tourism or travel industry or relevant skills and experience that can contribute to the business of the Company
- c) Capacity to attend monthly Board meetings and contribute to the business of the Company

11.4 Casual vacancies

- a) The Board has the power at any time and from time to time to appoint a qualified person as a Director either to fill a casual vacancy among the Board or as an addition to the existing members but so that the total number of Directors may not at any time exceed the number fixed in accordance with this Constitution.
- b) Any person appointed under this rule holds office until the next general meeting when an election will be held to fill the vacancy but such person is not to be taken into account in determining the number of Directors who are to retire by rotation at the meeting. Any person appointed under this rule is eligible for election at that general meeting.
- c) The Members in general meeting may by ordinary resolution elect a qualified person as a Director but so that the total number of Directors do not at any time exceed the number fixed in accordance with this Constitution.

12 VACATION OF OFFICE

12.1 Resignation

Any Director may resign at any time from membership of the Board by notice in writing delivered to the Secretary but such resignation only takes effect at the time when such notice is received by the Secretary unless some later date is specified in the notice when it shall take effect on the later date.

12.2 Removal

- a) A Director may be removed from office by ordinary resolution of the Members at a general meeting of the Company convened for that purpose. At any such general meeting the Director must be given the opportunity to fully present their case either orally or in writing or partly by either or both of these means.
- b) A Director who ceases to be a Director under **rule 12.2** retains office until the dissolution or adjournment of the general meeting at which the member is removed.

12.3 Disqualification

- a) The office of a Director is vacated:
 - i. upon a Director becoming an insolvent under administration, suspending payment generally to creditors or compounding with or assigning the Director's estate for the benefit of creditors;

- ii. upon a Director being absent from meetings of the Board during a period of 3 consecutive meetings without leave of absence from the Board where the Board has not, within 14 days of having been served by the Secretary with a notice giving particulars of the absence, resolved that leave of absence be granted;
 - iii. upon a Director resigning office by notice in writing to the Company;
 - iv. upon a Director being removed from office pursuant to the Law; or
 - v. upon a Director being prohibited from being a Director by reason of the operation of law.
- b) A Director who vacates office pursuant to **rule 12.3(a)** is not to be taken into account in determining the number of Directors who are to retire by rotation at any annual general meeting.

12.4 Directors who are employees of the Company

The office of Director who is an employee of the Company and/or any of its subsidiaries, becomes vacant upon the Director ceasing to be employed (so that they are no longer employed by the Company or any subsidiary of the Company) but the person concerned is eligible for reappointment or re-election as a Director of the Company.

13 OFFICEHOLDERS

13.1 Appointment to office

- a) Subject to this **rule 13.1**, the Officeholders are chosen by the Board from the Directors at the first meeting of the Board after any annual general meeting.
- b) The Officeholders continue to hold office until the earlier of:
 - i. their resignation from that office in accordance with **rule 13.2**;
 - ii. their removal from that office in accordance with **rule 13.2**;
 - iii. their office as Director becomes vacant in accordance with this Constitution or they resign or are removed from that office; and
 - iv. the date of the first meeting of the Board after the first anniversary of their appointment to that office.
- c) The Board has the sole power at any time and from time to time to appoint any one of its members as a Officeholder and to remove any Director appointed under this Constitution from any of those offices but not from the office of Director.

13.2 Resignation

Any Officeholder may resign at any time from such office by notice in writing delivered to the Secretary but such resignation only takes effect at the time when such notice is received by the Secretary unless some later date is specified in the notice when it shall take effect on and from that later date.

14 EXERCISE OF VOTING POWER

The Board may exercise the voting power conferred by the shares in any corporation held or owned by the Company as the Board thinks fit (including the exercise of the voting power in favour of any resolution appointing the Directors, or any of them, Directors of that corporation) and a Director of the Company may vote in favour of the exercise of those voting rights notwithstanding that the Director is, or may be about to be appointed, a Director of that other corporation and may be interested in the exercise of those voting rights.

15 ALTERNATE DIRECTORS

15.1 Director may appoint an alternate

- a) Subject to these rules, each Director has power from time to time to appoint any person to act as their alternate in the place of that Director, whether for a stated period or periods or until the happening of a

specified event or from time to time, whenever by absence or illness or otherwise the Director is unable to attend to their duties.

- b) The Director must first seek and obtain the consent of the Board to the appointment, which consent is not to be unreasonably withheld or delayed. The appointment is to be in writing and signed by the Director and a copy of the appointment is to be given by the appointing Director to the Company by forwarding or delivering it to the Office.
- c) The appointment takes effect immediately upon receipt of the appointment at the Office.

15.2 Conditions of office of alternate

The following provisions apply to an alternate Director:

- a) an alternate may be removed or suspended from office upon receipt at the Office of written notice, letter, facsimile transmission or other form of visible communication from the Director by whom the alternate was appointed to the Company;
- b) alternate is entitled to receive notice of meetings of the Board and to attend and vote at the meetings if the Director by whom the alternate was appointed is not present;
- c) the alternate is entitled to exercise all the powers (except the power to appoint an alternate) and perform all duties of a Director, in so far as the Director by whom the alternate was appointed had not exercised or performed them;
- d) the office of the alternate is vacated upon vacation of office by the Director or written resignation being given to the Company by the Director, by whom the alternate was appointed;
- e) the alternate is not to be taken into account in determining the number of Directors or rotation of Directors; and
- f) the alternate is, while acting as a Director, responsible to the Company for the alternate's own acts and defaults and is not to be deemed to be the agent of the Director by whom the alternate was appointed.

16 PROCEEDINGS OF THE BOARD

16.1 Procedures relating to Board meetings

- a) The Board may meet together, upon each Director being given reasonable notice, for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit.
- b) Until otherwise determined by the Board, three Directors form a quorum
- c) Notice is deemed to have been given to a Director, and all Directors are hereby deemed to have consented to the method of giving notice, if notice is sent by email, SMS or by voice message or at any other address given to the Secretary by the member from time to time subject to the right of the Director to withdraw such consent within a reasonable period before a meeting.

16.2 Meetings by telephone or other means of communication

The Board may meet either in person or via an online meeting or via telephone. All persons participating in the meeting must be able to hear and be heard by all other participants. A meeting conducted by telephone or via an online meeting is deemed to be held at the place agreed upon by the Directors attending the meeting, provided that at least one of the Directors present at the meeting is at that place for the duration of the meeting.

16.3 Votes at meetings

Questions arising at any meeting of the Board are decided by a majority of votes. The Chairperson of the meeting of the Board shall, in addition to their deliberative vote, have a second or casting vote in the event of an equality of votes.

16.4 Convening of meetings

The Chairperson or the Board may at any time, and the Secretary, upon the request of any Director, must convene a meeting of the Board.

16.5 Chairperson

The Board may elect a Chairperson and a deputy Chairperson of its meetings and determine the period for which each is to hold office. If no Chairperson or deputy Chairperson is elected or if at any meeting the Chairperson and the deputy Chairperson are not present at the time specified for holding the meeting (or, if being present, the relevant Directors refuse to act as Chairperson or deputy Chairperson), the Directors present may choose one of their number to be Chairperson of the meeting.

16.6 Powers of meetings

A meeting of the Board or any adjournment of a meeting at which a quorum is present is competent to exercise any of the authorities, powers and discretions for the time being vested in or exercisable by the Board.

16.7 By-Laws

The Board may from time to time make, vary and repeal by-laws for the regulation of the business of the Company, its officers and servants and the required professional code of conduct of its members.

16.8 Delegation of powers to Committees

The Board may, subject to the constraints imposed by law, delegate any of its powers to Committees consisting of one or more Directors or any other person or persons as the Board thinks fit. Any Committee formed or person or persons appointed to the Committee must, in the exercise of the powers delegated, conform to any regulations that may from time to time be imposed by the Board. A delegate of the Board may be authorised to sub-delegate any of the powers for the time being vested in the delegate.

16.9 Proceedings of Committees

- a) The meetings and proceedings of any Committee are to be governed by the provisions of these rules for regulating the meetings and proceedings of the Board so far as they are applicable and are not superseded by any regulations made by the Board under **rule 16.7**.
- b) A Committee in the exercise of the duties delegated or assigned to it shall conform to any regulations, directions or instructions that may be imposed or given by the Board
- c) A facsimile or other document produced by mechanical or electronic means under the name of a Director with their authority is deemed to be a document in writing signed by that Director.

16.10 Validity of acts

- a) All acts done at any meeting of the Board or by a Committee or by any person acting as a Director are, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any of the Directors or the Committee or the person acting as a Director or that any of them were disqualified, as valid as if every person had been duly appointed and was qualified and continued to be a Director or a member of the Committee (as the case may be).
- b) If the number of Directors is reduced below the minimum number fixed pursuant to these rules, the continuing Directors may act for the purpose of increasing the number of Directors to that number or of calling a general meeting of the Company but for no other purpose.

16.11 Resolution in writing

- a) A resolution in writing of which notice has been given to all Directors and which is signed by all such members entitled to vote on the resolution is as valid and effectual as if it had been passed at a meeting

of the Board duly called and constituted and may consist of several documents in the same form each signed by one or more of the Directors.

- b) For the purposes of this rule the references to 'Director' include any alternate for the time being present in Australia who is appointed by a Director not for the time being present in Australia but does not include any other alternate Director.
- c) A facsimile transmission or other document produced by mechanical or electronic means under the name of a Director with their authority is deemed to be a document in writing signed by that Director.

17 POWERS OF THE BOARD

17.1 General powers of the Board

- a) The management and control of the business and affairs of the Company are vested in the Board, which (in addition to the powers and authorities conferred upon them by these rules) may exercise all powers and do all things as are within the power of the Company and are not by these rules or by Law directed or required to be exercised or done by the Company in general meeting.
- b) The Board may make such regulations and by-laws not inconsistent with the Constitution, as in the opinion of the Board are necessary or desirable for the proper control, administration and management of the Company's finances, affairs and property or are necessary for the convenience, comfort and well-being of the Members (including the terms of entry of Members to the Company's premises and any event or function sponsored, promoted, facilitated or conducted by the Company) and amend or rescind from time to time any such regulations and by-laws.
- c) A regulation or by-law of the Company made by the Board may be disallowed by the Company in a later general meeting.
- d) A resolution or regulation made by the Company in general meeting cannot invalidate prior acts of the Board which would have been valid if that resolution or regulation had not been passed or made.

17.2 Directors may contract with Company

- a) A Director is not disqualified by the office of Director from contracting or entering into any arrangement with the Company or any other person either as vendor, purchaser or otherwise and no contract or arrangement entered into with the Company or any other person by a Director or any contract or arrangement entered into by or on behalf of the Company or any other person in which a Director is in any way interested may be avoided for that reason. A Director is not liable to account to the Company for any profit realised by any contract or arrangement, by reason of holding the office of or of the fiduciary relationship established by the office.
- b) No Director may as a Director vote in respect of any contract or arrangement in which the Director has directly or indirectly any material personal interest if to do so would be contrary to the Law and if the Director does vote their vote may not be counted nor shall the Director be counted in the quorum present at the meeting but either or both of these prohibitions may at any time be relaxed or suspended to any extent by ordinary resolution passed at a general meeting, if permitted by the Law.
- c) A Director who is interested in any contract or arrangement may, notwithstanding the interest, attest the affixing of the Seal to, or otherwise execute any document evidencing or otherwise connected with the contract or arrangement.

17.3 Directors' duties and obligations

Directors of the Board:

- a) Must carry out their functions in the best interests of the Company;
- b) Have a duty to prevent the company from incurring a debt if there are reasonable grounds to expect that the Company is insolvent or will become insolvent if the debt is incurred;
- c) Will have to disclose when they have directly or indirectly a material personal interest in a matter being considered at a Board meeting, to the Board as soon as they become aware of the interest, and:
 - a. Unless permitted to do so by the rest of the Board;
 - b. Must not use their position, or information obtained from their position, to:

- i. gain a benefit or material advantage for themselves or another person;
- ii. cause detriment to the Company.

18 OTHER SALARIED OFFICERS

The Board may appoint such officers and employees at such salaries for such periods and on such terms as it thinks fit and may subject to conditions of the employment of such officers and employees dispense with their services and re-appoint or appoint other officers and employees as it thinks fit.

19 THE SEAL

19.1 Company Seal is optional

The Company may have a Seal.

19.2 Affixing the Seal

If the Company has a Seal, the Board is to provide for its safe custody and it should only be used by the authority of the Board. Every instrument to which the Seal is affixed is to be signed by a Director and countersigned by the Secretary or by a second Director or by another person appointed by the Board for the purpose. The Board may determine either generally or in any particular case that a signature may be affixed by a mechanical means specified in the determination.

19.3 Execution of documents without a Seal

The Company may execute a document, including a deed, by having the document signed by:

- a) 2 Directors; or
- b) a Director and the Secretary, and

the Company executes a deed, the document is to be expressed to be executed as a deed and be executed in accordance with the appropriate procedures set out in **rule 19.2** or this rule.

19.4 Other ways of executing documents

Notwithstanding the provisions of **rules 19.2** and **19.3**, any document including a deed, may also be executed by the Company in any other manner permitted by law.

20 MINUTES

20.1 Contents of minutes

The Board must ensure that minutes are duly recorded in any manner it thinks fit and include:

- a) the names of the Directors present at each meeting of the Company, the Board and of any Committees; and
- b) details of all resolutions and proceedings of general meetings of the Company and of meetings of the Board and any Committees.

20.2 Signing of minutes

The minutes of any meeting of the Board or of any Committee or of the Company, if purporting to be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting, are prima facie evidence of the matters stated in the minutes.

21 NOTICES

21.1 Service of notices

A notice may be given by the Company to a Member, or in the case of joint Members, if applicable, holders to the Member whose name stands first in the Register, personally, by leaving it at the Member's Registered address or by sending it by prepaid post or facsimile addressed to the Member's Registered address or by

sending it to the electronic address (if any) nominated by the Member. All notices sent by prepaid post to persons whose Registered address is not in Australia may be sent by airmail or some other way that ensures that it will be received quickly.

21.2 When notice deemed to be served

- a) Any notice sent by post is deemed to have been served at the expiration of 48 hours after the envelope containing the notice is posted and, in proving service, it is sufficient to prove that the envelope containing the notice was properly addressed and posted.
- b) Any notice served on a Member personally or left at the Member's Registered address is deemed to have been served when delivered.
- c) Any notice served on a Member by facsimile is deemed to have been served when the transmission is sent. A facsimile is deemed to be duly sent when the Company's facsimile system generates a message confirming successful transmission of the total number of pages of the notice to the addressee.
- d) Any notice served on a Member by electronic means is deemed to have been served when the electronic message is sent.

21.3 Member not known at Registered address

Where a Member does not have a Registered address or where the Company has bona fide reason to believe that a Member is not known at the Member's Registered address, all future notices are deemed to be given to the Member if the notice is exhibited in the Office, if any, for a period of 48 hours (and is deemed to be duly served at the commencement of that period) unless and until the Member informs the Company of a Registered address.

21.4 Signature to notice

The signature to any notice to be given by the Company may be written or printed.

21.5 Reckoning of period of notice

Where a given number of days' notice or notice extending over any other period is required to be given, the day of service is not to be reckoned in the number of days or other period.

21.6 Service on deceased Members

A notice delivered or sent by post to the Registered address of a Member pursuant to these rules is (notwithstanding that the Member is then dead and whether or not the Company has notice of the Member's death) deemed to have been duly served and the service is for all purposes deemed to be sufficient service of the notice or document on the Member's heirs, executors or administrators.

21.7 Persons entitled to notice of general meeting

- a) Notice of every general meeting is to be given to:
 - i. each Member individually who is entitled to vote at general meetings of the Company;
 - ii. each Director; and
 - iii. the auditor for the time being of the Company.
- b) No other person is entitled to receive notices of general meetings.

21.8 Notification of change of address

Every Member must notify the Company of any change of address and any such new address must be entered in the Register as required to be kept by the Law and upon being so entered becomes the Member's Registered address.

22 INDEMNITY AND INSURANCE

22.1 Indemnity in favour of Directors, Secretaries and executive officers

Subject to the Law and **rule 22.2**, the Company shall indemnify each Director, Secretary and executive officer to the maximum extent permitted by law, against any Liability incurred by them by virtue of their holding office as, and acting in the capacity of, Director, Secretary or executive officer of the Company, other than:

- a) a Liability owed to the Company or a related body corporate of the Company;
- b) a Liability for a pecuniary penalty order under section 1317G of the Law or a compensation order under section 1317H of the Law; or
- c) a Liability owed to a person other than the Company that did not arise out of conduct in good faith.

22.2 Indemnity for legal costs

Company shall indemnify each Director, Secretary and executive officer to the maximum extent permitted by law, against any Liability for legal costs incurred by them in respect of a Liability incurred by them by virtue of their holding office as, and acting in the capacity of, Director, Secretary or executive officer of the Company other than for legal costs incurred:

- a) in defending or resisting proceedings, in which the Director, Secretary or executive officer is found to have a Liability for which they could not be indemnified under **rule 22.1**;
- b) in defending or resisting criminal proceedings in which the Director, Secretary or executive officer is found guilty;
- c) in defending or resisting proceedings brought by ASIC or a liquidator for a court order if the grounds for making the order are found by the court to have been established (but this **rule 22.2(c)** does not apply to costs incurred in responding to actions taken by ASIC or a liquidator as part of an investigation before commencing proceedings for the court order); or
- d) in connection with proceedings for relief to the Director, Secretary or executive officer under the Law in which the court denies the relief.

22.3 Indemnity for employees

Subject to the Law and **rule 22.4**, the Company may indemnify an employee, who is not a Director, Secretary or executive officer of the Company, to the maximum extent permitted by law, against any Liability incurred by them by virtue of their holding office as, and acting in the capacity of, an officer of the Company, other than:

- a) a Liability owed to the Company or a related body corporate of the Company;
- b) a Liability for a pecuniary penalty order under section 1317G of the Law or a compensation order under section 1317H of the Law; or
- c) a Liability owed to a person other than the Company that did not arise out of conduct in good faith.

22.4 Indemnity for legal costs of employees

The Company may indemnify an employee other than a Director, Secretary or executive officer to the maximum extent permitted by law, against any Liability for legal costs incurred in respect of a Liability as, or by virtue of their holding office as, and acting in the capacity of, an officer of the Company other than for legal costs incurred:

- a) in defending or resisting proceedings, in which the officer is found to have a Liability for which they could not be indemnified under **rule 22.3**;
- b) in defending or resisting criminal proceedings in which the officer is found guilty;
- c) in defending or resisting proceedings brought by ASIC or a liquidator for a court order if the grounds for making the order are found by the court to have been established (but this **rule 22.4** does not apply to costs incurred in responding to actions taken by ASIC or a liquidator as part of an investigation before commencing proceedings for the court order); or
- d) in connection with proceedings for relief to the officer under the Law in which the court denies the relief

22.5 Proceedings.

For the purposes of **rules 22.2 and 22.4**, 'proceedings' includes the outcomes of the proceedings and any appeal in relation to the proceedings.

22.6 Insurance for the benefit of Directors, Secretaries and executive officers

Subject to the Law, the Company may pay a premium for a contract insuring a person who is or has been a Director, Secretary or executive officer of the Company acting in that capacity against

- a) costs and expenses in defending any proceedings, whether civil or criminal, whatever their outcome; or
- b) a liability arising from negligence or other conduct.

22.7 Insurance for other officers

Subject to the Law, the Company may pay a premium for a contract insuring a person who is or has been an employee and also an officer of the Company, acting in that capacity, but who is not a Director, Secretary or executive officer of the Company against:

- a) costs and expenses in defending any proceedings, whether civil or criminal, whatever their outcome; or
- b) a Liability arising from negligence or other conduct.

22.8 When insurance may not be provided by the Company

The Company shall not pay, nor agree to pay, a premium for a contract insuring a person who is or has been a Director, Secretary or executive officer or an employee who is also an officer of the Company, against a Liability (other than one for legal costs) arising out of:

- a) conduct involving a willful breach of duty in relation to the Company; or
- b) a contravention of section 182 or section 183 of the Law.

22.9 Definitions for the purposes of rule 22

In this **rule 22**, except to the extent the context otherwise requires:

'**Liability**' includes any claim, action, suit, proceeding, investigation, inquiry, damage, loss, cost or expense;

'**executive officer**' means a person who is concerned, or takes part in, the management of the Company (regardless of the person's designation and whether or not the person is a Director of the Company);

'**officer**' means:

- a) a Director or Secretary of the Company;
- b) a person:
 - i. who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the Company;
 - ii. has the capacity to affect significantly the Company's financial standing; or
 - iii. in accordance with whose instructions or wishes the Board is accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the Board or the Company).

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